



**PARKS AND RECREATION COMMISSION
AGENDA**

Wednesday, March 15, 2017 • 6:30 p.m. • San Bruno City Hall, 567 El Camino Real, Room 115

WELCOME TO OUR COMMISSION MEETING

If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC DISCUSSION. Please state your name and address; if you are representing an organization, please state the name of the organization. In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us 48 hours prior to meeting (616-7180).

Please note: Commission policy allows a maximum of three (3) minutes for individual comments.

1. **CALL TO ORDER/ROLL CALL:**
2. **PLEDGE OF ALLEGIANCE:**
3. **APPROVAL OF THE AGENDA:**
4. **APPROVAL OF THE MINUTES:** February 15, 2017
5. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
6. **CONSENT CALENDAR:**
7. **NEW BUSINESS:**
 - a. Report from Master Fee Subcommittee and Recommendation to City Council on Modification to Master Fee Schedule Chapter 9: Parks and Recreation
 - b. Report from Community Recognition Award Subcommittee and Selection of 2017 Recipient
8. **UNFINISHED BUSINESS:**
9. **EXCLUDED CONSENT:**
10. **ITEMS FROM STAFF:**
 - a. Report on Planning of the 2017 Community Day in the Park
11. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**
 - a. Subcommittee Updates (as needed)
 1. Adopt-a-Park Program (Palmer, Gonzales) – Oral Update
 - b. Report from Commissioners
13. **ADJOURNMENT**

**** POSTED PURSUANT TO LAW ****



MEETING MINUTES

Parks and Recreation Commission February 15, 2017

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:31 p.m. Commissioners Present: Chair Palmer, Vice Chair Davis, Gonzales, Greenberg, Melendrez, Nigel, Salazar, Zamattia. Absent: Youth Representative, Charlene Smith. Staff: Burns, Venezia and Aker.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Gonzales led the Pledge of Allegiance.
3. **APPROVAL OF THE AGENDA:** **MSC Nigel/Davis** for approval of the agenda.
Approved unanimously.
4. **APPROVAL OF MINUTES:** **MSC Greenberg/Salazar** for approval of the minutes.
Approved unanimously. Commissioner Melendrez abstained.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Receive Report and Provide Input on the 60% Design of the Earl-Glenview Park-Director Burns presented the 60% drawings for the design of Earl-Glenview Park. The drawings were made available on the city website and letters were sent to the Earl-Glenview neighborhood inviting them to the meeting to review the design as well as asking for input through email if they were unable to attend the meeting. Staff would take the input received and return to the Commission with 90% drawings in the next few months with the objective of starting construction in early summer and having the park completed in fall 2017.
Brendan O'Conner, 1646 Claremont Drive, commented that he loved the design but would like to advocate for a barrier between the grass and road for safety.
Tom Klick, 1371 Claremont Drive, asked if the curb seating wall would include any element to prevent skateboarding on the surface. Director Burns replied that the wall would include cleats.
Carolyn Gray, 1101 Fairmont Drive, loved that the design reflected the scaled down version the community requested but is still concerned about the maintenance of the park.
Michael Zastrow, 1661 Claremont Drive, asked staff to make sure that they

have proper gopher abatement in place for the natural turf.

Commissioner Salazar commented that he liked the design but not the seating area near the entry. He also asked if it was possible for handicap accessible play structures to be put in.

Commissioner Greenberg said she liked the layout of the park but would prefer swings in the smaller play area.

Commissioner Davis commented that the design was beautiful but was concerned with how the City would keep up with the cost of maintenance for the park and would like staff to report in the future on this. She also said that she would rather have swings in place of the spinners and play houses. Lastly, she would like to see a safety barrier in place from the lawn area to the street.

Commissioner Nigel liked the design and agreed that safety barriers need to be put in place in the lawn area.

Commissioner Gonzales thanked staff for the design and listening to the neighborhood's input. Safety is a concern for her in the grass area as well as a replacement for the spinners. She also did not like the stone seating in the entry to the park and would prefer to see bench seating. She also said the addition of the sports court makes the park more open to kids of all ages and that is important for the neighborhood.

- b. Receive Report and Provide Input on the 60% Design of the Florida Avenue Park- Director Burns presented the 60% drawings for the Florida Avenue Park. The drawings were made available on the city website and letters were sent to the Florida Avenue neighborhood inviting them to the meeting to review the design as well as asking for input through email if they were unable to attend the meeting. Staff would take all the input received and return to the Commission with 90% drawings in the next few months with the objective of starting construction in early summer and having the park completed in fall 2017. She also reminded the Commission that park names have not been discussed yet and will be discussed. She added that both the Florida Avenue Park and Earl-Glenview Park have an organic design and play areas for ages 2-5 and 5-12. This park also includes an adult exercise area and a lounge area as requested by the neighborhood during the planning process.

Tim O'Brien, Florida Avenue, expressed his concerns regarding getting proper signage around the new parks as well as existing parks to caution drivers to slow down.

Alejandra Meza, 125 Martin Place, requested staff have a plan in place for dealing with rodents and animal life currently living in the Florida property once demolition takes place and they are forced out.

Tom Click, 1371 Claremont, commented that the Florida Avenue Park seating walls should be offered to the Earl-Glenview Park.

Commissioner Gonzalez said that she liked the design but not the lounge area and didn't see a need for that in a park. She would also like to see a sign on CPR added to the heart signs near the entrance to the park.

Commissioner Davis suggested the name "Cupid Park" for the Florida Avenue Park due to its proximity to the streets in the shape of heart. She asked for consideration of a speed bump on Taylor Avenue to get cars to slow down near the park. She preferred to have play equipment in place of a lounge area.

Commissioner Melendrez said he loved the adult exercise equipment but would like to make sure there is signage that states the equipment is for teens and adults.

Commissioner Salazar said that this was an amazing use of space in a park and although he does not like the lounge chairs or lounge area it is part of what

the neighborhood requested during the neighborhood outreach meetings and for that reason the Commission should keep it in the design.

Chair Palmer agreed with Commissioner Salazar on the great utilization of space for the Florida Park and thanked staff for the presentation. He thanked the neighborhood for their engagement during the planning process and for coming to the meeting.

Director Burns followed up by saying she would contact the design company with the input from tonight's meeting and would come back to the Commission with 90% drawings.

8. **EXCLUDED CONSENT:** None.

9. **ITEMS FROM STAFF:** Director Burns reported that City Council unanimously supported moving forward with the construction of a new recreation center, year around pool, new City Park restrooms, and the painting of the Recreation Center. Staff will be issuing a request for proposals for a design firm to create plans for a new recreation center and year around pool. **Chair Palmer** asked if staff would be looking for more community input in the design and Director Burns replied that there would be meetings for community input on the amenities. Director Burns also reminded the Commission that the annual CPRS Annual Conference was coming up from February 28 through March 3, 2017.

10. **PUBLIC COMMENT:** None.

11. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

- a. Subcommittee Updates – None.
- b. Report from Commissioners – **Commissioner Nigel** suggested that the Adopt-a-Park subcommittee look into the possibility of having a group adopt the canyon located near the upcoming Earl-Glenview Park. **Commissioner Greenberg** reported that the San Bruno Junior Giants had received the "Platinum Recognition" from the San Francisco Giants organization. She praised the Senior Center employees and Board Members for the great programs offered at the Senior Center. **Commissioner Gonzales** commented that she was pleased with the approval of the painting of the Recreation Center. She also asked staff when the bollards would be put in at Commodore Park and Director Burns said she would follow up with Supervisor Dan Venezia on the project.

12. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 8:29 p.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: March 15, 2017

TO: Parks and Recreation Commission

FROM: Kerry Burns, Community Services Director
Danielle Brewer, Community Services Superintendent

SUBJECT: Report from Master Fee Subcommittee and Recommendation to City Council on Modification to Fees

BACKGROUND:

Each year staff evaluates the Master Fee Schedule to ensure the City is charging fees for programs and services that balance program cost recovery, patron demand and fees charged by neighboring jurisdictions for like programs. Staff evaluates each program by assessing its direct and indirect cost as well as market comparability by looking at the fees charges by surrounding jurisdictions.

DISCUSSION:

As a result of the most recent review, there are several program fees recommended for adjustment. These programs have been offered for many years without an increase. The recommended increases bring the program prices closer to fees charged by other jurisdictions and offset the cost of the supplies for the programs.

The addition of several new fees are recommended. Staff is interested in expanding family and teen programming at the swimming pool and special events for the teen population. Largely due to the popularity of the San Bruno Leo's and Rotary Interact programs, the teen population has expressed interest in organized activities.

Finally, two aquatics fees were incorrectly reflected in the current Master Fee Schedule. The resident fee for the Lap Swim and Water Aerobics 10 Punch Card is \$40.00. The non-resident fee should reflect a 25% differential, standardizing the fee with all other approved non-resident fees. The correct fees should be \$50.00 for the Lap Swim and Water Aerobics. This is merely a clean-up of the existing fee.

Staff is seeking input from the Commission on the Master Fee Schedule and a recommendation to the City Council.

FISCAL IMPACT:

None.

ATTACHMENTS:

Master Fee Schedule with recommended changes.

Proposed Fiscal Year 2017/18 Master Fee Schedule Changes

Fee Category	Current Fee	Proposed Resident Fee	Proposed Non-Resident Fee	Notes
Lifeguard Training	185.00	200.00	215.00	Other cities are at least \$200
Goblin Grotto	7.00	10.00	13.00	Increase in cost of supplies and additional games
Father-Daughter Dance	55.00 per couple	60.00 per couple	75.00 per couple	
Additional Daughter	12.00	15.00	19.00	
Junior Lifeguard Camp	136.00	156.00	171.00	Inline with other camp fees

New Fees	Resident	Non-Resident	Notes
Blizzard Beach Party	15.00	19.00	Event following Polar Bear Plunge with summer beach theme but taking place in the winter
Parent/Guardian/Child Event	60.00	75.00	Price is per couple
Additional Child	15.00	19.00	
Teen Special Events	10.00	13.00	Ranging from glow in the dark hockey to capture the flag
Dive in Movie	10.00	13.00	During summer not to conflict with movies in the park

Fee Clean Up	Current Fee	Proposed Resident Fee	Proposed Non-Resident Fee	Notes
Lap Swim 10 Punch Pass	40.00	40.00	50.00	Non-resident reflected incorrectly in MFS. Proposed fee standardizes 25% increase
Water Aerobics 10 Punch Pass	40.00	40.00	50.00	Non-resident reflected incorrectly in MFS. Proposed fee standardizes 25% increase

Sports Field Lighting Fee	All Users
Diamond 2 OR 3	10.00
Center Field Only	8.00